Summary Results

Number of classes meeting criteria:	35
Total number of people in attendance:	298

Individual Results

Class Type	Date	Time	Location	Contact Person	Attendance	Modify	
Recycling	10-Jan-01	01:30 PM	1225	None	16	Edit	Delete
Recycling	10-Jan-01	10:00 AM	1225	None	20	Edit	Delete
CMTS/Form44 Training	12-Jan-01	09:00 AM	1162	Contact CMTS helpdesk at 49200 if you have questions.	1	Edit	Delete
Annual FEC Training	17-Jan-01	08:00 AM	Pearl Young Theater	None	35	Edit	Delete
Waste Management Training	17-Jan-01	10:00 AM	Pearl Young Theater	Contact Dave Steigerwald at 4-8058 if you have questions regarding the course.	25	Edit	Delete
Recycling	24-Jan-01	09:00 AM	1268A	None	33	Edit	
Annual FEC Training	25-Jan-01	12:00 PM	Pearl Young Theater	None	22	Edit	Delete
Waste Management Training	25-Jan-01	02:00 PM	Pearl Young Theater	Contact Dave Steigerwald at 4-8058 if you have questions regarding the course.	22	Edit	Delete
Form 44 Training	30-Jan-01	09:00 AM	1299	None	10	Edit	Delete
General Environmental Training	31-Jan-01	09:00 AM	1262	None	12	Edit	Delete
CMTS/Form44 Training	22-Feb-01	09:30 AM	1155	Contact CMTS helpdesk at 49200 if you have questions.	1	Edit	Delete
CMTS/Form44 Training	28-Feb-01	02:00 PM	1225	Contact CMTS nelpdesk at 49200 if you have questions.	15		Delete

CMTS/Form44 Training	28-Feb-01	10:00 AM	1225	Contact CMTS helpdesk at 49200 if you have questions.	25	Edit	Delete
CMTS/Form44 Training	05-Mar-01	01:00 PM	1212c	Contact CMTS helpdesk at 49200 if you have questions.		Edit	Delete
CMTS/Form44 Training	22-Mar-01	09:30 AM	1183	Contact CMTS helpdesk at 49200 if you have questions.	1	Edit	Delete
CMTS/Form44 Training	19-Apr-01	02:00 PM	1202	Contact CMTS helpdesk at 49200 if you have questions.		Edit	Delete
Form 44 Training	08-May-01	02:00 PM	1244	None	1	Edit	Delete
CMTS/Form44 Training	09-May-01	09:30 AM	645A	Contact CMTS helpdesk at 49200 if you have questions.		Edit	Delete
CMTS/Form44 Training	09-May-01	01:30 PM	1232A	Contact CMTS helpdesk at 49200 if you have questions.	6		
CMTS/Form44 Training	01-Jun-01	09:30 AM	1202	Contact CMTS helpdesk at 49200 if you have questions.	30	Edit	Delete
CMTS/Form44 Training	21-Jun-01	09:30 AM	1230	Contact CMTS helpdesk at 49200 if you have questions.	1		
CMTS/Form44 Training	03-Jul-01	09:45 AM	1200	Contact CMTS helpdesk at 49200 if you have questions.		Edit	Delete
CMTS/Form44 Training	20-Jul-01	09:30 AM	1247D	Contact CMTS helpdesk at 49200 if you have questions.	1		
CMTS/Form44 Training	06-Aug-01	10:00 AM	1200	Contact CMTS helpdesk at 49200 if you have questions.		Edit	Delete
CMTS/Form44 Training	08-Aug-01	09:00 AM	1236		1	Edit	Delete
CMTS/Form44 Training	10-Sep-01	10:00 AM	1293a	Contact CMTS helpdesk at 49200 if you have questions.	1	Edit	Delete
CMTS/Form44 Training	11-Sep-01	09:30 AM	1247d	Contact CMTS helpdesk at 49200 if you have questions.	1		

CMTS/Form44 Training	25-Sep-01	01:30 PM	1202	Contact CMTS helpdesk at 49200 if you have questions.	1		
CMTS/Form44 Training	28-Sep-01	09:30 AM	1206	Contact CMTS helpdesk at 49200 if you have questions.	1	Edit	Delete
CMTS/Form44 Training	03-Oct-01	10:00 AM	1251A	Contact CMTS helpdesk at 49200 if you have questions.	1		
CMTS/Form44 Training	18-Oct-01	09:00 AM	1262	Contact CMTS helpdesk at 49200 if you have questions.	3	Edit	Delete
CMTS/Form44 Training	30-Oct-01	01:30 PM	1232a	Contact CMTS helpdesk at 49200 if you have questions.	1	Edit	Delete
CMTS/Form44 Training	07-Dec-01	10:00 AM	1236	Contact CMTS helpdesk at 49200 if you have questions.	2	Edit	Delete
CMTS/Form44 Training	12-Dec-01	09:30 AM	1265	Contact CMTS helpdesk at 49200 if you have questions.	2		
CMTS/Form44 Training	20-Dec-01	09:00 AM	1197	Contact CMTS helpdesk at 49200 if you have questions.	2	Edit	Delete

FEC Training Evaluation Form

Name: _____
Date: _____

1 Was the classroom suitable for learning?
Yes ☐ No ☐

2. Was the information presented in an acceptable manner?
Yes ☐ No ☐
If no, what could improve the presentation?

3. Were the audio/visual aids used at the training course effective?
Yes ☐ No ☐

4. Do you believe the handouts will be helpful?
Yes ☐ No ☐

5. Suggestions for improvement or other comments:

If you are interested in additional facility specific training for yourself or your personnel, notify your EMO program contact.

Responsibilities of Facility Environmental Coordinators at NASA LaRC

The Environmental Coordinator ensures that their facility operates in accordance with laws and regulations stated in LAPG 8800.1, "LaRC Environmental Program Manual" and serves as the representative on environmental matters pertaining to a specific facility. In order to make the Environmental Coordinators' job easier, this summary contains FEC responsibilities consolidated from LAPG and LMI manuals. Chapter references pertain to the LaRC Environmental Program Manual.

Basic responsibilities of Environmental Coordinators include:

Review requests for maintenance, repairs, modifications, operating permit applicability, alterations, and operating procedures within a facility by checking for impacts on the environment, and the use of pollution prevention.
Report work that presents, or has a potential to present, an environmental problem or conflicts with environmental permits to the Office of Environmental Engineering (OEE).
Ensure that all facility operations and activities comply with all the applicable environmental laws.

- Be aware of operations or activities that have the potential to negatively impact the environment and take the necessary steps to avoid environmental problems or regulatory violations.
- Take immediate corrective or remedial action when the NASA Langley Duty officer or line supervisor reports environmental problems or emergencies during non-duty hours.

Help OEE with pollution prevention efforts, such as assisting in projects, reports, and assessments of prevention opportunities.
Implement periodic training of facility personnel to increase awareness of LaRC's environmental program.

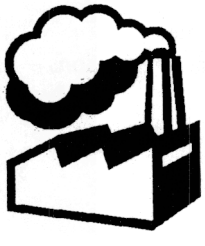
Responsibilities pertaining to Water Quality include: (Chapter 3)

Monitor materials on site that could cause a release of water pollutants and be knowledgeable of materials which may result in potential release of water pollutants.

- Ensure all discharged materials are in accordance with the Center's water permits.
- In the event of a permit violation, FEC's shall participate in the investigation to determine the cause and recommend remedial action to prevent reoccurrence.

Schedule periodic training of facility personnel to increase awareness of storm water pollution prevention, spill response and prevention, and water quality requirements, materials, and procedures.

Responsibilities pertaining to Air Quality include: (Chapter 4)



- Be knowledgeable of operations in their area that are, or have the potential to be, sources of air pollution.
  Minimize or eliminate sources of air pollution through the use of feasible engineering and administrative controls.
  Provide OEE with information related to the Center's air emissions inventory and permit conditions.
- Include OEE in the planning stages of new equipment acquisition that could potentially effect LaRC air emissions.

Responsibilities pertaining to Hazardous Waste Management and Minimization include: (Chapter 5)

Review operations to identify hazardous waste streams.
Establish satellite accumulation areas (SAA) for the hazardous waste. Notify OEE prior to setting up a SAA in your facility.
Properly manage SAA with proper labeling, inspection, storage practices, and spill prevention measures.
Document weekly SAA inspections and ensure that full containers are relocated to the LaRC central storage facility within the 3-day limit. Develop and maintain a spill plan for each SAA.
Review and sign Waste Material Data Sheets (OSEMA N-663) for hazardous waste materials from your facility that are turned in for disposal. Ensure all required information is listed on the form.
Minimize the volume and toxicity of waste generated by your facilities to the extent technically possible and economically practicable.
Develop and implement programs that implement hazardous waste minimization, source reduction, and recycling.
Maintain an inventory of hazardous chemicals and update quarterly using the Chemical Material Tracking System (CMTS).
Schedule annual training to assure personnel are aware of the hazardous waste and hazardous material handling requirements.

Responsibilities pertaining to Recycling and Non-Hazardous Solid Waste Management include: (Chapter 10)

Ensure facility personnel and contractors follow procedures.
Post copies of the relevant recycling procedures and updates in a prominent location and/or near recyclable material collection areas.
Monitor recycling collection areas and arrange for pickup, if necessary.
Ensure collection containers are <u>not</u> contaminated with non-recyclable materials. Ensure recyclable materials are <u>not</u> put in the trash but are placed in their designated collection bins.
Educate facility employees about the recycling and non-hazardous solid waste management programs or contact OEE to arrange for specific training.
Inform OEE of additional items that could be recycled or suggest improvements for the Center's recycling program.

Responsibilities pertaining to Emergency Planning and Community Right-to-Know (EPCRA): (Chapter 15)

Maintain an inventory of hazardous chemicals and update quarterly using the Chemical Material Tracking System (CMTS).
Submit MSDSs not already in CMTS library to OEE within 5 working days of receipt of item.
Report spills to OEE (See Chapter 14 in the Environmental Program Manual for spill characterizations – LAPG 8800.1).

Responsibilities pertaining to Pollution Prevention include: (Chapter 18)

- Minimize the volume and toxicity of waste generated by the facilities to the extent technically possible and economically feasible.
- Propose operations or projects for pollution prevention opportunity assessments.
- Schedule training to familiarize personnel with pollution prevention practices.
- Participate with OEE in conducting pollution prevention opportunity assessment.
- Develop and implement pollution prevention projects.
- Provide OEE with periodic metric data to evaluate the effectiveness of pollution prevention projects.

Responsibilities pertaining to Hazardous Material Inventories include: (Chapter 19)

- Provide information necessary for Federal, State, and local regulatory reporting to OEE in a timely manner.
- Ensure that Material Safety Data Sheets not in the CMTS are submitted to OEE for entry within five working days of receipt of the item.
- Maintain accurate inventory of hazardous materials using CMTS. The CMTS database for the facility must reconcile with the physical inventory. At a minimum, reconcile the physical inventory with the inventory reported on CMTS database at least quarterly (Mar 31, Jun 31, Sep 31, Dec 31).
- Manage the chemical inventory stored or used at facilities in accordance with all applicable health and safety and environmental regulations.
- Manage the chemical inventory to reduce waste from shelf life expiration due to over ordering or under utilization. Where possible, and in accordance with all health and safety requirements, transfer unused or excess chemicals to the Center's Reuse Facility or other facilities where they will be used prior to reaching their shelf life expiration date.

Synopsis of Environmental Regulations

This Synopsis of Environmental Regulations is intended **SOLELY** as a reference document; it provides direction to more detailed information which will define the specific requirements particular to a given statute. Some of the most significant environmental laws of the last two decades are listed below.

Resource Conservation and Recovery Act (RCRA) of 1976 as amended through 1984 by the Hazardous and Solid Waste Amendments	Establishes guidelines and standards for solid and non-hazardous waste generation, transportation, treatment, storage, and disposal. Requires management of underground storage tanks (UST's) and cleanup of hydrocarbon contamination. Establishes a national policy to minimize the generation of hazardous waste and the land disposal of hazardous waste by encouraging process substitution, materials recovery, properly conducted recycling and reuse, and treatment. Mandates that hazardous waste generators and treatment, storage, and disposal facilities have a hazardous waste minimization program in place.
Clean Air Act of 1970 and Amendments of 1990	Requires prevention, control, and abatement of air pollution from stationary and mobile sources (also includes asbestos removal and disposal regulations, and greatly reduces the use of ozone depleting substances.)
Clean Water Act of 1972, as amended through 1987	Regulates discharge of pollutants into waters of the U.S. from any point source including industrial facilities and sewage treatment plants. Regulates storm water runoff from certain industrial sources. Requires reporting and cleanup of oil and hazardous substance spills in waterways. Protects waterways. Requires a permit to dredge, fill, or disturb wetlands. Requires spill prevention plans for sites that store petroleum products.
Emergency Planning and Community Right-to Know Act (EPCRA) of 1986	Provides local governments information concerning possible chemical hazards in the community. Requires emergency planning for releases of extremely hazardous substances. Requires facilities to publicly report releases of toxic chemicals into the environment.
Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) of 1989, amended by the Superfund Amendments and Reauthorization Act (SARA) of 1986	Regulates cleanup of abandoned hazardous waste sites. CERCLA also known as "Superfund" regulates releases of hazardous substances into the environment.
National Environmental Policy Act (NEPA) of 1969	Mandates Federal agencies to "utilize a systematic, interdisciplinary approach to ensure the integrated use of the natural and social sciences and the environmental design arts in planning and in decision making which may have an impact on man's environment." Requires detailed statements on the potential environmental impacts of major Federal actions to be included in every recommendation or report on proposals to legislation.

Pollution Prevention Act of 1990	Mandates a national policy creating a hierarchy of preferred waste management approaches: source reduction, recycling, treatment, and disposal, all to be conducted in an environmentally safe manner.
Hazardous Material Transportation Act (HMTA) of 1975	Authorized the DOT to issue interstate and intrastate regulations related to packing, handling, labeling, and routing hazardous materials. In addition, HMTA established recordkeeping requirements and a registration program for shippers, carriers, and container manufacturers.
Oil Pollution Act of 1990 (OPA)	Imposes requirements on the Federal government and industry to develop the capability and constant readiness to contain and remove oil spills of all sizes.
Toxic Substances Control Act (TSCA) of 1976	Prohibits or limits the manufacture, process, distribution in commerce, use, or disposal, of a chemical substance. Regulates the management, disposal, and labeling of materials such as asbestos and PCB's.
Endangered Species Act (ESA) of 1973	Requires that all actions not jeopardize, threaten, destroy, or adversely impact critical habitats or the existence of endangered species.
Natural Historic Preservation Act (NHPA) of 1966	Requires Federal agencies to consider the effects of their actions (e.g., construction, leasing, and land transactions) on cultural and historic resources.
Noise Control Act of 1972	Establishes noise standards, and regulates noise emissions from commercial products, such as transportation and construction equipment.

Summary of Executive Orders on Environmental Issues

E.O. 13149 (April 21, 2000) *supersedes E.O. 13031 Greening the Government Through Federal Fleet and Transportation Efficiency*	Mandates the reduction of petroleum fuel consumption, encouraging the use of alternatively fueled vehicles by Federal agencies to substantially reduce toxic and hazardous air pollutants.
E.O. 13148 (April 22, 2000) *Greening the Government Through Leadership in Environmental Management*	This order challenges the Federal government to publicly lead by example through applying source reduction in the management of its facilities and in its acquisition practices. It commits Federal agencies to publicly report toxic wastes and emissions and to reduce toxic releases by 40%, overall, by the end of 2006.
E.O. 13123 (June 3, 1999) *supercedes E.O. 12902 Greening the Government Through Efficient Energy Management*	Requires agencies to develop and implement programs to reduce water and energy consumption and increase energy efficiency at their facilities in a variety of ways including using alternative, less-polluting fuels and energy sources instead of petroleum-based products.
E.O. 13101 (September 14, 1998) *Greening the Government Through Recycling, Waste Prevention and Federal Acquisition*	Directs Federal agencies to promote cost-effective waste reduction and recycling activities. Requires all Federal agencies to develop an affirmative procurement program designed to purchase products with recycled content.

Air Pollution Control Program
Fact Sheet

Chapter 4 of the "LaRC Environmental Program Manual" discusses air quality standards, permits and compliance requirements that affect the Center and gives the general responsibilities of Center personnel for air pollution control.

This fact sheet provides supplemental information you can use to ensure that your facility operates in compliance with the Center's air permit requirements. The Virginia Department of Environmental Quality (DEQ) issues permits and conducts extensive monitoring to ensure that air discharges comply with state and federal standards. DEQ also oversees monitoring by permit holders and conducts inspections of permitted sites to ensure that air emission sources meet permit requirements.

What are air pollutants?

The DEQ regulates the release of pollutants into the air. The regulated pollutants are listed below.

AIR POLLUTANT	DESCRIPTION OF POLLUTANT
Nitrogen Oxides (NOx)	NOx are released into the air from the burning of gasoline, natural gas, fuel oil, and diesel fuel. NOx are a major component of acid rain and ozone (smog).
Sulfur Dioxide (SO_2)	SO_2 is released into the air from burning fuel oils and diesel fuel and plays an important role in the production of acid rain.
Carbon Monoxide (CO)	CO is produced by the incomplete burning of carbon-based fuels such as natural gas, gasoline, oil, and wood and by the incomplete combustion of many natural and synthetic products. Carbon monoxide may be particularly hazardous to people who have heart or circulatory problems and people who have damaged lungs or breathing passages.
Volatile Organic Compounds (VOCs)	VOCs are released from burning fuel and evaporation from solvents, gasoline, paints, and glues. VOCs are smog-formers and include chemicals such as benzene, toluene, methylene chloride and methyl chloroform. In addition to ozone (smog) effects, many VOCs can cause serious health problems such as cancer and other effects.
Hazardous Air Pollutants (HAPs)	HAPs are chemicals that cause serious health and environmental effects. HAPs are released from the use of chemicals, paints, solvents, and from motor vehicle exhaust. Many VOCs are also HAPs. The EPA has designated 189 chemicals as HAPs.
Particulate Matter (PM-10)	PM-10 are particulates that measure 10 microns in diameter or less. PM-10 includes dust, soot and other tiny bits of solid materials that are released into the air. PM-10 is produced by burning fuels, incinerating garbage, abrasive blasting, grinding, spray painting, road construction, agricultural operations, and from fireplaces and woodstoves. PM-10 causes negative health effects such as nose and throat irritation, lung damage, and bronchitis.
Lead (Pb)	Lead is released from paints and metal smelters. A large source of lead used to be exhaust from motor vehicles using leaded gasoline. The health effects of lead are brain and other nervous system damage, digestive and other health problems. Some lead-containing chemicals cause cancer in animals or harm wildlife.
Chlorofluorocarbons (CFCs)	CFCs are ozone-destroying chemicals released into the air from industrial processes and refrigeration and air conditioning equipment.

What are the sources of these air pollutants at NASA LaRC?

The DEQ defines a source as any one or combination of the following: buildings, structures, facilities, installations, articles, machines, equipment, landcraft, watercraft, aircraft or other contrivances which contribute, or may contribute, either directly or indirectly to air pollution. An air pollution source also includes any activity by any person that contributes, or may contribute, either directly or indirectly to air pollution, including, but not limited to, open burning, generation of fugitive dust or emissions, and cleaning with abrasives or chemicals.

Natural Gas and Oil-fired Boilers, Furnaces and Heaters
Sudden Expansion Burner Exhaust
Use of Paints, Thinners and Solvents
Parts Washers and Solvent Sinks
Vehicle Refueling
Diesel Generators and Fire Pumps
Wax Burn-out Furnace
8-Foot High Temperature Tunnel Exhaust

- National Transonic Facility Burner Exhaust
- Scramjet Test Facility Exhaust
- Oxygen Systems Cleaning Solvent
- Direct Connect Supersonic Combustion Test Facility

Woodworking Operations
Metal Cutting Operations

What are our permit requirements?

The air permit is designed to limit the amount of air pollution that NASA LaRC may emit. Specific permit requirements vary according to the air pollution source, but they generally fall into four categories:

Physical:
- Controls to limit emissions such as low NOx burners on boilers and filters on paint booths.
- Monitoring equipment to measure emissions or process rates.

Operational:
- Limits on the amount of fuel burned or materials processed.
- Limits on frequency and duration of operations.
- Limits on the types and amounts of product that can be used, such as paints and solvents.

Record Keeping:
- Documentation that physical and operational requirements are met.
- Quantity of products, fuel, and materials used.
- Frequency and duration of operations.
- Records are kept on a monthly basis by EMO.

Reporting and Inspections:
- Quarterly Reports.
- Annual Inventory and Emissions Statement.
- Annual Inspections by DEQ.

Help Keep the Air Pollution Control Program in Compliance

- ➢ Know the permitted sources in your facility and their permit requirements.
- ➢ Notify EMO immediately of accidental releases, breakdowns, or changes in operations that result in air pollution emissions.
- ➢ Notify EMO if your facility is planning to add, change, remove, or relocate an air pollution source. A permit review by DEQ is required prior to installing, moving or reactivating an air pollution source.
- ➢ Make sure accurate records are maintained and are readily available for compliance review.
- ➢ Call EMO (43500) if you have questions or concerns.

List of EPA Designated Items

The quantity and cost for both virgin and recycled content products for each designated item is reported.

Construction Products:
Building Insulation
Carpet
Cement & Concrete Containing Slag
Cement & Concrete Containing Coal Fly Ash
Consolidated and Reprocessed Latex Paint
Floor Tiles
Patio Blocks
Shower and Restroom Dividers and Partitions
Structural Fiberboard
Laminated Paperboard
Carpet Backing
Carpet Cushion
Flowable Fill
Railroad Grade Surfaces/Crossings

Transportation Products:
Channelizers
Delineators
Flexible Delineators
Parking Stops
Traffic Barricades
Traffic Cones

Park and Recreation Products:
Plastic Fencing
Playground Surfaces
Running Tracks
Park and Recreational Furniture
Playground Equipment

Landscaping Products:
Garden and Soaker Hoses
Hydraulic Mulch
Lawn and Garden Edging
Yard Trimmings Compost
Food Waste Compost
Landscape Timbers and Posts (plastic)

Miscellaneous Products
Sorbents
Pallets
Awards and Plaques
Industrial Drums
Mats
Signage
Strapping and Stretch Wrap

Vehicular Products:
Engine Coolants
Lubricating Oil/Motor Vehicle Oil
Retread Tires

Non-Paper Office Products:
Binders (plastic and paper covered)
Plastic Binders
Plastic Clipboards
Plastic Clip Portfolios
Plastic File Folders
Plastic Presentation Folders
Office Recycling Containers
Office Recycling Receptacles
Plastic Desktop Accessories
Plastic Envelopes
Plastic Trash Bags
Toner Cartridges

Paper and Paper Products:
Printing and Writing Papers
- Reprographic Paper
- Offset Paper
- Tablet Paper
- Forms Bond
- Envelop Paper
- Cotton Fiber Paper
- Test and Cover Paper
- Supercalendered
- Check Safety Paper

Coated Printing and Writing Papers
- Coated Printing Paper
- Carbonless

Bristols
- File Folders
- Dyed Filling Products
- Cards
- Pressboard Report Covers and Binders
- Tags and Tickets

Newsprint
Tissue Products
- Bathroom Tissue
- Paper Towels
- Paper Napkins
- Facial Tissues
- Industrial Wipes

Paperboard and Packaging Products
- Corrugated Containers
- Solid Fiber Boxes
- Folding Cartons
- Industrial Paperboard
- Padded Mailers
- Carrierboard
- Brown Paper

NASA LaRC's Environmental Website Reference Page (http://osemant1.larc.nasa.gov/)

The OEE website is comprised of four main sections. The "*sitemap*" gives a schematic picture of each section and its individual pages. Brief descriptions of the major sections follow.

Office of Environmental Engineering Sitemap

About OEE

- Mission Statement
- Restoration
- Pollution Prevention
- Compliance

Resource Materials

- Newsletter
- LaRC Environmental Alerts
- Environmental Coordinators Reference Center
  - FEC Database
  - Program Manual
  - Training
  - Hazardous Waste Management

Program Information

- Pollution Prevention Program
  - About P2
  - P2 Projects at LaRC
  - Oil Analysis Program
- Recycling Program
  - Paper Pick-up Schedule
  - Request a Recycling Bin
  - Request a Pick-up of Batteries and Spray cans
  - Recycling Procedures
  - Recycling Loop
- Affirmative Procurement Program
  - General Information
  - Waiver Form
  - Recycled Content Levels
  - Pilot Programs
- Waste Management Program
- Environmental Program Metrics

Services and Databases

- Chemical Material Tracking System
  - Getting Started
  - Updates and Announcements
  - Center Inventory Search
  - Inventory Maintenance
  - MSDS Library
- Electronic Form 44
  - Submit a Form 44
  - Submit a Form 44a
  - Approve
  - Check Status/Print
- Reuse Facility
  - Reuse Facility Inventory
  - Request an item
  - Policies and Procedures
- Environmental Coordinators Database
- Environmental Training

About OEE
This section states the Mission Statement of the Office, lists details on the areas of responsibility and gives a listing of the office personnel.

Program Information
This section links the reader to the areas of the website that offer program information. Currently, there are links to the Recycling Program, Pollution Prevention Program, Affirmative Procurement Program, Waste Management Program and to Program Metrics for OEE.

Pollution Prevention
The pollution prevention section gives information on the pollution prevention program, the oil analysis program, a listing of pollution prevention projects, as well as affirmative procurement information for LaRC.

Recycling Program
These webpages give information on LaRC's recycling program. You can access information on the types of items that are recycled as well as instructions for recycling these items. In addition, there is a pick-up schedule and a place to request recycling pick-ups. LaRC employees can also order recycling containers for their facility. Metrics on the recycling program, updated monthly, are also available here.

Affirmative Procurement Program
This section has information on LaRC's affirmative procurement program. A description of procurement pilot projects, a list of items that the Center must buy with recycled content, and access to the justification waiver form is provided in this section.

Waste Management Program
The Waste Management Program section is set up to assist center employees in the management and handling of waste on the Center. This section contains information on LaRC's waste handling procedures, information on handling spills, Satellite Accumulation Area procedures and policies, and on-line forms to request pick-ups of waste.

Program Metrics
In this section, a listing of statistics and metrics, updated monthly, is given on activities and programs of OEE. An archive of metrics from previous months is also available.

Resource Material
This section contains helpful material on environmental issues. Information on current policy, helpful forms, and environmental tips are some of the material found in this section. There are currently links to the following materials.

Environmental Alerts
This is an archive of Environmental Alerts that have been sent out to the Center. Environmental Alerts are memos sent to all Center employees and contractors that outline changes and additions to environmental policies at the Center and NASA.

Environmental Insight Newsletter
This is the monthly OEE newsletter. It provides information on environmental issues that affect the employees at NASA LaRC. There are four sections to the newsletter: a main

article on environmental issues, a section on LaRC environmental activities, a general environmental message, and the current recycling metrics. In addition, there is an opportunity to allow comments to be sent to the newsletter's editor.

Environmental Coordinators Reference Center
This site is designed to be a central reference center for Facility Environmental Coordinators (FEC). This site contains regulatory information pertaining to environmental issues, links to on-line services, access to on-line forms, and helpful tips for the FEC.

Special Events
A listing of special events relating to LaRC or general environmental events is provided in this section. This section will not be displayed on the site when there are no special events to announce.

Services and Databases
This is a listing of links to the on-line services and references provided by OEE. These services include LaRC's chemical tracking system, material exchange program, the Reuse Facility, and Facility Environmental Coordinator's database.

Chemical Material Tracking System (CMTS On-Line)
This is an on-line service provided by OEE. Center employees and contractors use the CMTS to maintain their hazardous material inventories. The Reuse Facility and hazardous purchase approval form are integrated into the CMTS. The CMTS can only be accessed if you are using a computer that is connected to *LaRCNET* or are in the *nasa.gov* domain.

- Electronic Form 44 (Hazardous Material Purchase Approval Form)
  The Hazardous Materials Purchase Approval form is used when Center personnel need to purchase a hazardous material. The form is used as one of the main sources of information for the CMTS. These pages give access to the submittal, status, print, and approval sections of the form.

- Reuse Facility
  The Reuse Facility provides reuse of hazardous materials in an environmentally safe manner. It is used to centralize responsibility for the acquisition, storage, and distribution of hazardous materials for reuse. Materials not being used, but in condition allowing for reuse, (e.g. in unopened original container) are donated to the Reuse Facility for temporary storage and reissue. Materials stored at the Reuse Facility are reissued, free of charge, to Center personnel that can use the material. Center staff can view a list of currently available items in the Reuse Facility through this section.

- Facility Environmental Coordinators (FEC) Database
  This section contains a listing of all current Facility Environmental Coordinators (FEC) for the Center. The FEC can be searched by name or building in the database. In addition, forms for FEC changes can also be accessed through this site.

- Environmental Training
  A listing of classes and training sessions offered by OEE can be found in this section. Users of this section are able to view training calendars and class sign-up sheets, and submit sign-up forms.

Environmental Program Contacts

ENVIRONMENTAL PROGRAM

NASA Contact	Robert D. Brown	(757)864-3500

AIR QUALITY

NASA Contact	Michelle Fraser	(757)864-8520
SAIC Contact	James McGrath	(757)864-3283

WATER QUALITY

NASA Contact	Jan Benson	(757)864-3320
SAIC Contact	Caroline Diehl	(757)864-3394

WETLANDS

NASA Contact	Jan Benson	(757)864-3320

HAZARDOUS and NON-HAZARDOUS WASTE MANAGEMENT

Waste Pickup/Drum Issue	Hazwaste Line	5- DRUM
NASA Contact	Mason Proctor	(757)864-4232
SAIC Contact	Caroline Diehl	(757)864-3394

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW (EPCRA)

NASA Contact	Michelle Fraser	(757)864-8520
SAIC Contact	Kendra Abeleda	(757)864-8758

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)

NASA Contact	Jan Benson	(757)864-3320

CHEMICAL MATERIAL TRACKING SYSTEM (CMTS)

NASA Contact	Michelle Fraser	(757)864-8520
SAIC Contact	Cheryl Hawkins	(757)864-8757

POLLUTION PREVENTION

NASA Contact	Michelle Fraser	(757)864-8520
SAIC Contact	Kendra Abeleda	(757)864-8758

RECYCLING AND NON-HAZARDOUS SOLID WASTE REDUCTION

NASA Contact	Mason Proctor	(757)864-4232
SAIC Contact	Dave Steigerwald	(757)864-8058

AFFIRMATIVE PROCUREMENT

NASA Contact	Michelle Fraser	(757)864-8520
SAIC Contact	Kristen Poultney	(757)864-8759

TRAINING

NASA Contact	Mason Proctor	(757)864-4232
SAIC Contact	Cheryl Hawkins	(757)864-8757

UNDERGROUND AND ABOVEGROUND STORAGE TANKS

NASA Contact	Greg Sullivan	(757)864-3373

ENVIRONMENTAL JUSTICE

NASA Contact	Greg Sullivan	(757)864-3373

ENVIRONMENTAL RESTORATION

NASA Contact	Greg Sullivan	(757)864-3373

OTHERS

Scrap metal containers and pickup	Otis Jones(Dyncorp)	(757)864-6339
Garbage disposal	Otis Jones(Dyncorp)	(757)864-6339
Questions regarding cylinder refills and/or turn-ins	Olin Hunt(Dyncorp)	(757)864-3546
Broken glass pickup	Courtney Marshall	(757)864-4214
Property Disposal	Theresa Elliot(OLM)	(757)864-3570

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